



# Penn State Online Degree Completion Opportunities

## for Coast Guard Foodservice Specialists

**T**hank you for your interest in Penn State World Campus! We are committed to providing you opportunities to further your education online, without relocating or taking time off from work or service. Whether you want to pursue an associate degree in hotel, restaurant, and institutional management or business administration, we've got you covered!

And remember—when you become a World Campus student, you become a Penn State student in every respect. You gain access to many of the same resources and opportunities available to resident students, including our vast library system and the academic advising and student support staff. Successful course completion also makes you eligible for membership in the Penn State Alumni Association, a powerful network of more than 146,000 members and the largest dues-paying alumni association in the country.



PENNSTATE



World Campus

# PENN STATE ASSOCIATE DEGREE IN HOTEL, RESTAURANT, AND INSTITUTIONAL MANAGEMENT

Penn State's intensive career-focused online program in Hotel, Restaurant, and Institutional Management (HR&IM) builds on your experience and allows you the opportunity to transfer credits or Penn State training you've already completed into your associate degree.

<http://www.worldcampus.psu.edu/pub/hrim>

## YOUR PLAN OF STUDY

Degree Requirements: 66 credits minimum

### Requirements for the Major

Course	Course Name	Approved for Credit by Exam
D S M 101	Food Safety and Sanitation (3 cr.)	✓
HR&IM 201	Introduction to Management in the Hospitality Industry (2 cr.)	
HR&IM 204	Hotel and Restaurant Marketing and Merchandising (3 cr.)	✓
HR&IM 250	Quantity Food Production Analysis (4 cr.) mentor required	✓
HR&IM 260W	Hospitality Supervision Seminar (4 cr.)	
HR&IM 270	Hospitality Administration Seminar (4 cr.)	
HR&IM 295	Analysis of Field Experience I (2 cr.)	
HR&IM 305	Restaurant Management (3 cr.)	
HR&IM 310	Hotel, Restaurant, and Institutional Purchasing and Cost Control (3 cr.)	✓
HR&IM 315	Hospitality Services Management (3 cr.)	
HR&IM 319	Hospitality Facilities Management (3 cr.)	
HR&IM 335	Hospitality Financial Accounting (3 cr.)	
HR&IM 380	Hotel Management (3 cr.) mentor required	✓
MGMT 100	Survey of Management (3 cr.)	✓
NUTR 151	Nutrition Component of the Food Service System (3 cr.)	

General Education: 21 credits

Writing and Speaking: 6 credits

ENGL 015 Rhetoric and Composition (3 cr.)

ENGL 202D Effective Writing: Business Writing (3 cr.)

Quantification: 3 credits

Natural Sciences: 3 credits

Arts: 3 credits

Humanities: 3 credits

Social and Behavioral Sciences: 3 credits

## WHAT IS ONLINE EDUCATION?

The World Campus gives you access to some of Penn State's most highly regarded programs at any time of day and from anywhere in the world.

The core courses in this program allow you to learn at your own pace. While course content and activities are available in print format, communications for most of the courses, including lesson submissions and access to additional resources, are handled via the Web or e-mail. It is your decision whether to use these forms of communication. Access to the Web is not required in order to complete this program.

## **YOUR ON-SITE MENTOR**

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It is highly recommended that you find someone in the hospitality or foodservice industry who can support your educational endeavors as a mentor. An effective mentor should have excellent interpersonal communication skills, hold a position of respect in relation to students, and possess a great deal of knowledge and expertise in the area of mentoring. A mentor may facilitate many different aspects of the continuing professional development of the employee(s) being mentored. A mentor should plan to spend approximately two to three hours a month with the student. A mentor should be willing to help clarify course-related information and develop work-related skills through activities such as:

- explaining course information that is complex, abstract, or hard to understand
- relating information from courses to job responsibilities
- clarifying abstract principles with concrete examples
- discussing controversial issues
- demonstrating the appropriate use of skills
- demonstrating alternate approaches and techniques for performing tasks
- guiding protégés' initial attempts to try new skills and tasks
- observing, evaluating, and commenting on proteges' efforts to practice new skills and tasks
- working with students to develop strategies for resolving work-related problems and issues
- introducing hospitality professionals who provide tours of their facilities or act as interviewees for various projects
- sharing trade journals and other professional association literature

## **PENN STATE—UNIVERSITY OF DELAWARE DEGREE COMPLETION PROGRAM IN HRIM**

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Penn State students who complete the associate degree in hotel, restaurant, and institutional management (2HRIM) are eligible for admission to the University of Delaware Bachelor of Science in Hotel, Restaurant, and Institutional Management Degree Completion program. For more information, please visit the University of Delaware online HR&IM program: <http://www.udel.edu/ce/udonline/hrim/index.shtml>

Students admitted to the degree completion program transfer their credits to and earn the bachelor's degree from the University of Delaware, but remain affiliate students able to use Penn State resources such as computer access and library services.

## **PENN STATE ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION**

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Penn State's online associate degree program in business administration gives you an opportunity to expand and hone your business acumen while working toward a valuable Penn State degree that can increase your earning potential. The objective of the program is to develop well-rounded and technically knowledgeable individuals by providing them with sufficient communications and mathematical skills, socially relevant course work, and options in specific business specialties. The 68 credits earned toward an associate degree can in many cases be applied toward the requirements of a bachelor's degree at Penn State, or at other institutions.

You can choose from two options of study within the program. In the general business option, students select 9–12 credits in business courses and 6–10 credits in supporting and elective courses. Course choices cover a wide range of topics, including business logistics, computer science, marketing, management information systems, and real estate. In the management option, students select 9–12 credits from a specific list of courses that focus on topics such as management, operations management, labor and industrial relations, and business administration. This option also includes 6–10 credits in supporting and elective courses.

**<http://www.worldcampus.psu.edu/pub/ba2>**

YOUR PLAN OF STUDY

Degree Requirements: 68 credits minimum

Requirements for the Major

Prescribed Courses: 13 credits		
Course	Course Name	Approved for Credit by Exam
ACCTG 211	Financial and Management Accounting for Decision Making (4 cr.)	✓
B A 243	Social, Legal, and Ethical Environment of Business (4 cr.)	
ENGL 202D	Effective Writing: Business Writing (3 cr.)	
M I S 204	Introduction to Business Information Systems (2 cr.)	✓
Additional Courses (choose 19–20 credits from the following list):		
ECON 002	Introductory Microeconomic Analysis and Policy (3 cr.)	
ECON 004	Introductory Macroeconomic Analysis and Policy (3 cr.)	
FIN 100	Introduction to Finance (3 cr.)	
FIN 301	Corporation Finance (3 cr.)	✓
MGMT 100W	Survey of Management (3 cr.)	
M I S 103	Microcomputer Applications in Business (3 cr.)	
CMPSC 203	Principles of Programming with Business Applications (4 cr.)	
MS&IS 200	Introduction to Statistics for Business (4 cr.)	
STAT 200	Elementary Statistics (4 cr.)	
MKTG 221	Contemporary American Marketing (3 cr.)	
MKTG 301	Principles of Marketing (3 cr.)	
Requirements for the Options: 15 credits		
Management Option (select 9–12 credits from the following list):		
B A 250	Problems of Small Business (3 cr.)	
L I R 100	Industrial Relations (3 cr.)	
MGMT 150	Supervisory Management (3 cr.)	
MGMT 321	Leadership and Motivation (3 cr.)	✓
MGMT 341	Human Resource Management (3 cr.)	✓
OISM 150	Production and Operations Management (3 cr.)	

General Business Option: Select 15 credits in consultation with your adviser.

Supporting and Elective Courses: Select an additional 3–8 credits in consultation with your adviser.

General Education: 21 credits

Writing and Speaking: 6 credits

ENGL 015 Rhetoric and Composition (3 cr.)

ENGL 202D Effective Writing: Business Writing (3 cr.)

Quantification: 3 credits—MATH 021 recommended

Natural Sciences: 3 credits

Arts: 3 credits

Humanities: 3 credits

Social and Behavioral Sciences: 3 credits

MILITARY AND VETERANS PROGRAMS

**Military Experience** —A student who is a veteran or member of the active armed services or reserves may be granted credit for educational experiences in the armed services. Contact our advising office at psuwd@psu.edu for a Request for Evaluation of Education Experiences in the Armed Forces form. Return the completed form and an official Department of Defense record of military service school courses to your adviser.

Penn State's Veterans Outreach counselors are trained to provide you with much of the information, application materials, and points of contact you need to make an informed decision about postsecondary enrollment. The counselors are located at the University Park campus but are ready to assist you no matter where you wish to enroll.

Please contact the Office of Veterans Programs (see "Key Contacts" below). Our counselors will be happy to answer any questions that you may have. The office is open from 9:00 a.m. to 8:00 p.m. (Eastern Time), Monday through Thursday, and from 9:00 a.m. to 5:00 p.m. on Friday. If you are calling long distance within the United States, a counselor will take your name and telephone number, and return your call.

GI BILL AND TUITION ASSISTANCE

U.S. Armed Forces veterans and enlisted personnel may be eligible for assistance with the cost of tuition for either associate degree program in this brochure.

Active Duty Personnel:

Depending on your particular set of circumstances, you can apply the GI Bill, Tuition Assistance, or a combination of the two toward any World Campus course or program. Our staff at Penn State's Office of Veterans Programs (see "Key Contacts" below) can guide you through the funding process appropriate for your specific situation.

Veterans:

We're proud to announce that you can now use the GI Bill toward tuition for more than a dozen online Penn State programs, including the associate degree programs in business administration and hotel, restaurant, and institutional management. Our staff at Penn State's Office of Veterans Programs (see "Key Contacts" below) can guide you through the funding process appropriate for your specific situation.

CREDIT-BY-EXAM POLICIES AND INFORMATION

Students pursuing degrees or certificates through Penn State World Campus can earn credit by examination through our program.

World Campus students who have enrolled in and completed at least one Penn State course for 3 credits or more can earn additional credits toward fulfilling degree requirements by successful completion (C or better) of a comprehensive examination. This examination is a substitute for completing the usual requirements of a course. Credit by examination may not be used to earn credit for a course previously completed with a quality letter grade (including any course that was failed). Credit by examination may not be attained on the satisfactory-unsatisfactory grading system. Grades of C or above are recorded on the student's transcript. No notation is made if a grade of D or F is earned (fee will not be refunded). Interested World Campus students should obtain a credit-by-examination application form from the World Campus advising office. Further instructions will be given at that time.

The following courses have been approved for the credit-by-examination option:

ACCTG 211	Financial and Managerial Accounting for Decision Making	(4 cr.)
D S M 101	Food Safety and Sanitation	(3 cr.)
D S M 250	Principles of Quantity Food Production	(4 cr.)
FIN 100	Introduction to Finance	(3 cr.)
FIN 108	Personal Finance	(3 cr.)
FIN 204	Security Markets	(3 cr.)
FIN 301	Corporation Finance	(3 cr.)
HR&IM 204	Hotel and Restaurant Marketing and Merchandising	(3 cr.)
HR&IM 250	Quantity Food Production Analysis	(4 cr.)
HR&IM 310	Hotel, Restaurant, and Institutional Purchasing and Cost Control	(3 cr.)
HR&IM 380	Hotel Management	(3 cr.)
MGMT 100	Survey of Management	(3 cr.)
MGMT 321	Leadership and Motivation	(3 cr.)
MGMT 341	Human Resource Management	(3 cr.)

M I S 204	Introduction to Business Information Systems	(2 cr.)
MUSIC 008	Rudiments of Music	(3 cr.)

*Additional courses may be added to this list throughout the year.*

### **COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)**

A student may be awarded credit based on performance on a CLEP exam, depending on the score earned on the exam and other factors.

### **DEFENSE ACTIVITY NONTRADITIONAL EDUCATION SUPPORT (DANTES)**

"DANTES" refers to Defense Activity Nontraditional Education Support, DANTES Subject Standardized Tests (DSST), and U.S. Armed Forces Institute (USAFI) courses. To be awarded credit, contact the appropriate academic department and request an evaluation of such courses.

### **COLLEGE CREDIT RECOMMENDATION SERVICE (CREDIT)**

Credit may be awarded for educational experiences in noncollegiate organizations that have been evaluated by the American Council on Education (ACE).

**This publication is available in alternative media on request.**

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.

Produced by Outreach Marketing Communications

U.Ed.OCE 03-1108amr/ph

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## **KEY CONTACTS**

While deciding which program of study best meets your needs, contact World Campus Student Services to discuss the programs in more detail. Our staff will be happy to address your questions and concerns.

### **World Campus Student Services and Registration**

The Pennsylvania State University

207 Mitchell Building

University Park PA 16802-3601

Phone: 800-252-3592 (toll free in the United States)

or 814-865-5403 (local and international)

Fax: 814-865-3290

E-mail: [psuwd@psu.edu](mailto:psuwd@psu.edu)

<http://www.worldcampus.psu.edu/pub/home/studserv>

If you have questions about how to use your benefits to pay for courses, you'll need to contact Penn State's Office of Veterans Programs. This department will guide you through the funding process appropriate for your situation and provide you with forms and instructions for their completion.

### **Office of Veterans Programs**

The Pennsylvania State University

325 Boucke Building

University Park PA 16802-5901

Phone: 814-863-0465

Fax: 814-865-3815

E-mail: [ovp@psu.edu](mailto:ovp@psu.edu)

<http://www.lions.psu.edu/Veterans/>

### **Office of Client Development**

If you have questions about whom to contact the World Campus client development manager for the military can assist you.

Edward Thompson

Office of Client Development

The Pennsylvania State University

118E Keller Building

University Park PA 16802-1300

Phone: 814-865-4387

E-mail: [ent4@psu.edu](mailto:ent4@psu.edu)

## **ONLINE FACT SHEETS**

Hotel, Restaurant, and Institutional Management • <http://www.worldcampus.psu.edu/pub/hrim/index.shtml>

Business Administration • <http://www.worldcampus.psu.edu/pub/ba2/>

World Campus Course Catalog • <http://www.worldcampus.psu.edu/search/index.shtml>

World Campus Military • [http://www.worldcampus.psu.edu/pub/home/studserv/ss\\_veterans.shtml](http://www.worldcampus.psu.edu/pub/home/studserv/ss_veterans.shtml)